

**Board of Public Works and Safety
Regular Meeting Minutes
January 17, 2012**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:15 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board members Stephen Barnett and Bob Swinehammer answered roll call.

Chief of Police Tim O'Sullivan, Fire Chief John Henderson, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Planning Director Krista Linke, Street Commissioner Ron Collins, Clerk Treasurer Janet Alexander, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

Mayor McGuinness offered an invocation immediately followed by the Pledge of Allegiance.

Public Comments

No one asked to speak.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.

1. Approval of Minutes from meeting held December 20, 2011
2. Board of Works Claims
 - Pension Payroll in the amount of 56,588.07
 - #122211 Sewer Utilities in the amount of \$13,497.62
 - #122311 BOW Utilities in the amount of \$47,161.52
 - Payroll in the amount of \$293,970.78
 - Payroll Civilian Longevity in the amount of \$69,200.00
 - #122911 Sewer Utilities in the amount of \$12,580.42
 - #123011 BOW Utilities in the amount of \$397,107.71
 - #Overtime for Employee in the amount of \$152.32
 - #122111 RDC-TIF in the amount of \$288,003.73
 - Payroll Civilian Longevity in the amount of \$700.00
 - #011012 Clothing Allowance in the amount of \$36,400.00
 - #010412 RDC-TIF in the amount of \$57,080.00
 - #010612 BOW Utilities in the amount of \$2906.43
 - #010712 Sewer Utilities in the amount of \$25,922.38
 - EIP Longevity in the amount of \$289,800.00
 - Payroll in the amount of \$296,015.19
 - #011612 BOW Sewer Utility in the amount \$45,619.49
 - #011712 BOW Meeting in the amount of \$193,787.82
 - #010912 Buy-Out in the amount of \$29,041.00
 - #010812 RDC-TIF in the amount of \$30,971.50
 - #011312 BOW Utilities in the amount of \$110,905.30
 - #011412 Sewer Utilities in the amount of \$8,954.60

Mr. Barnett made a motion to approve the minutes of the prior meeting, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Clerk-Treasurer Janet P. Alexander asked the members to approve the claims which were also listed under the consent agenda. Mayor McGuinness made a motion to approve the claims, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Mr. Swinehamer said that in the future he would like to see the dockets in advance. Clerk-Treasurer Alexander agreed and suggested that the claims could be moved to the end of the agenda to give the board members time to review the dockets before voting on approval.

Old Business

None heard.

New Business

Approval of Tax Time Settlement of Old Ambulance Invoices with Eagle Accounts Group, Inc. Mr. Chet Klene explained that in his opinion the best option is to offer a 50% discount on all old items for collection. A discussion was held. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Appointment to Plan Commission Senior Planner Joanna Myers came forward and stated that the Board has one appointment to the Plan Commission. Ms. Myers stated that last years appointment was Jim Martin. Mr. Swinehamer asked if Mr. Martin wants to remain on the Board. Ms. Myers reported that Mr. Martin had stated that he would be willing to keep this position. Mr. Barnett made a motion to re-appoint Mr. Martin, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Request Closure of North Main Street between Jefferson & Madison Streets on February 4, 2012 for Super Celebration Tailgate Competition & Corn hole Tournament Ms. Linke asked for permission to close N. Main St. between Jefferson St. and Madison St. for Tailgate Competition and Corn hole Tournament which will be held from 8:00 a.m. to 6:00 p.m. on Saturday, February 4th. A discussion was held. Mr. Barnett made a motion to approve the street closure, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Amendment of Curbside Recycling and Solid Waste Contract with Ray's Trash Service City Attorney Lynn Gray explained that there was a scrivener's error on the Ray's Trash Service contract signed last year. The contract was for two years, and the end date stated within the contract is incorrect. Ms. Gray stated that this date should be December 31, 2013, and requested the Board to approve and sign this amendment. Mr. Swinehamer made a motion to approve the amendment, seconded by Mr. Barnett. A voice vote was taken, with all members stating Aye. No members stating Nay. The motion carried.

Wellness Committee Report On Employee Compliance Wellness Committee Chairman Chip Orner explained the procedure used for employee notification of the Wellness Program listing all requirements for 2011. Failure to participate and meet the minimum requirements would result in an employee being required to pay an additional \$500.00 for their insurance for the following year. Mr. Orner stated that only one employee did not complete the requirements. Mr. Orner stated that he would like to give this employee a chance to write a letter to the Board of Works stating why they did not participate in the program, and then it would be up to the Board to decide if the employee should pay the additional amount. City Attorney Gray stated that we need to be consistent with the way these issues are handled. Mayor McGuinness explained that the Wellness Incentive gives the employee a chance to participate in multiple programs to improve their health. Mr. Orner will request that the employee send a letter explaining his / her conduct. Tabled.

Other Business

Request to Schedule Surplus Property Auction Street Commissioner Ron Collins stated that his department has a lot of excess property that he thinks should be disposed of and would like the City to hold an auction. A discussion was held. The Clerk Treasurer outlined the process explaining that all municipal departments are asked to prepare a list of property that they no longer need or consider useful. These lists are submitted to the Board of Works (via the Clerk Treasurer). These lists are distributed to all City departments – enabling discussion about possible inter-department exchanges of property. Any planned property exchanges between departments are presented, approved, and recorded by the BOW. All other property listed is then declared surplus by a motion and a vote of the BOW. Then the BOW selects the auctioneer or sale barn & signs the contract, and sets the date of the sale keeping advertising and publication timelines in mind. City Attorney Gray stated that the interdepartmental exchange must take place first before moving forward with setting up an auction. Mayor McGuinness requested that all department heads submit their lists to him prior to the next regular meeting. Tabled.

Department Reports / Staff Reports

Police Chief Tim O’Sullivan provided his statistical report for the month of December. He also read aloud a letter addressed to Officer Tim Coy and his K9 Partner Jary. The letter dated January 5, 2012 stated; *“Sergeant Hinkle brought to my attention that you and your K9 partner were instrumental in locating and the apprehension of a suspect that had fled from him and Officer Dayhuff, incident number 11121404F. The suspect had also eluded arrest in other related incidents. The suspect was taken into custody without injury. I appreciate your and Jary’s professionalism and dedication to duty. Keep up the good work. Respectfully, Tim O’Sullivan, Chief of Police”*.

Chief O’Sullivan also recognized Officer Mark Dayhuff by awarding him the Police Life Saving Medal for his actions on December 30, 2011 when he saved the life of a twenty year old man. A letter of recognition addressed to Officer Dayhuff dated January 6, 2012 was read stating; *“Officer Dayhuff; Upon the recommendation of Lieutenant Pete Ketchum I am pleased to inform you that you have been awarded: The Police Life Saving Medal for the quick and decisive action taken on December 30, 2011 in administering CPR to a twenty year old man that was found not breathing and without a pulse. Thanks to your efforts, a life was saved. The example you have set in your compassion for others, willingness to help, and concern for preservation of life, is a*

credit to you and the law enforcement profession. I will present this award to you at the City Council meeting on January 17, 2012 at 1830 hours and a copy will be placed in your personnel file, as well as a copy to be presented to the Franklin Merit Commission. Congratulations. Tim O'Sullivan, Chief of Police"

Chief O'Sullivan stated that he wanted to give proper recognition to both of these officers and to thank them both publicly for their exemplary conduct in the line of duty.

Chief Henderson stated that the department plans to fill one open position on January 30th.

Sewer Billing Manager Sherry Phillips told the Board that her department has starting working on sewer liens to be filed.

DPW Superintendent Rick Littleton told the Board that the two way radio system that is used by the civilian departments is not working. Mr. Littleton stated that this equipment was once used by the Police Department and is at least twenty years old. He promised to keep the Board apprised of the situation.

Planning Director Krista Linke stated that a new part-time Code Enforcement Officer employee will start February 2nd.

Code Enforcement Officer Rhoni Oliver reported that qualifications had been received and reviewed for demolition contractors for the Red Carpet Inn project. Ms. Oliver told the Board that she has a request that the RDC pay for this project. A discussion was held.

Street Commissioner Ron Collins stated that there were issues with the Street Department building that need to be addressed. Clerk-Treasurer Alexander told Mr. Collins that there was money in the MVH budget for building repairs. Mr. Collins told the Board that he has met with Mr. Orner concerning excess equipment that the cemetery might be able to use. Clerk-Treasurer Alexander stated that we insure every piece of equipment, and that every piece worth \$5,000.00 or more must be approved by the Board of Works before a transfer between departments can be made.

Clerk-Treasurer Alexander suggested that new members e-mail her with questions.

Mayor McGuinness thanked all of the new and old Department Heads for their acceptance and willingness to work with him in the last few weeks.

Adjournment

As there was no further business to come before the Board of Works a motion was made and seconded to adjourn. The meeting adjourned at 5:54 p.m.

Respectfully submitted,

Janet P. Alexander
Clerk Treasurer

Enrolled: 2/01/2012

Approved by the Board of Works: _____